

## Passports

### Applying for a Passport at the Library

The Vestavia Hills Library in the Forest has been designated as a Passport Acceptance Facility and can accept passport applications on behalf of the U.S. Department of State. You can access the documents required to apply for a U.S. Passport, acquire a Passport photo, pay applicable fees, and mail your application at this facility.

### General Passport Information

#### Processing Times

Normal processing times for “Routine Service” take approximately **4-6 weeks** from the time of mailing the application. “Expedited Service” takes approximately **2-3 weeks** from the time of mailing the application, though this requires an additional fee. If you must travel within **2 weeks** and need a Passport, you will need to set up an appointment and visit an official Passport Agency or Center.

Please note that processing times may change depending on the season and the volume of requests. To see the most up-to-date estimate, please click on the links below.

Processing Times for Passports

<https://travel.state.gov/content/passports/en/passports/information/processing-times.html>

Expedited Services for Passports

<https://travel.state.gov/content/passports/en/passports/services/expedited.html>

#### Fees

Passport application fees vary depending on the applicant’s age, the physical format of the Passport (Passport book or Passport card or both), the speed with which you want your application processed, and any additional services you need from the U.S. Department of State. In addition to the application fee, there is an execution fee that the library retains for completing the application.

| <b>Adult First-Time Applicants (16 and older)</b> |             |                        |                      |
|---|-------------|------------------------|----------------------|
| <b>Product</b>                                    | <b>Form</b> | <b>Application Fee</b> | <b>Execution Fee</b> |
| Passport Book                                     | DS-11       | \$110                  | \$25                 |
| Passport Card                                     | DS-11       | \$30                   | \$25                 |
| Passport Book & Card                              | DS-11       | \$140                  | \$25                 |
| <b>Adult Renewal Applicants (16 and older)</b>    |             |                        |                      |
| <b>Product</b>                                    | <b>Form</b> | <b>Application Fee</b> | <b>Execution Fee</b> |
| Passport Book                                     | DS-82       | \$110                  | N/A                  |
| Passport Card                                     | DS-82       | \$30                   | N/A                  |
| Passport Book & Card                              | DS-82       | \$140                  | N/A                  |
| <b>Children Applicants (15 and Younger)</b>       |             |                        |                      |
| <b>Product</b>                                    | <b>Form</b> | <b>Application Fee</b> | <b>Execution Fee</b> |

| Passport Book                     | DS-11   | \$80           | \$25          |
|-----------------------------------|---------|----------------|---------------|
| Passport Card                     | DS-11   | \$15           | \$25          |
| Passport Book & Card              | DS-11   | \$95           | \$25          |
| Changing or Correcting a Passport |         |                |               |
| Service                           | Form    | Fee            | Execution Fee |
| Name Change                       | Varies  | \$0-\$165      | N/A           |
| Correct Data Error                | DS-5504 | \$0            | N/A           |
| Additional Service                |         |                |               |
| Service                           | Form    | Additional Fee | Execution Fee |
| Expedited Service                 | N/A     | \$60           | N/A           |
| Priority Express Delivery         | N/A     | \$20.66        | N/A           |
| File Search                       | N/A     | \$150          | N/A           |

For more information regarding Passport Fees, click here:

<https://travel.state.gov/content/passports/en/passports/information/fees.html>

In addition to the Passport Application and Execution Fees, an additional charge of \$25 is incurred if you wish to take your Passport Photo at this facility. It is also possible to bring your Passport photo with you, so long as it meets the required criteria.

For Passport Photo Requirements, click here:

<https://travel.state.gov/content/passports/en/passports/photos/photos.html>

### Payment Methods

The Passport Application Fee and any additional services fees (e.g. Expedited Service) may only be paid for with a CHECK (personal, certified, cashier's or traveler's) or MONEY ORDER payable to the "U.S. Department of State."

The Execution Fee may be paid to the Library with checks, money orders, cash, or credit cards. If using checks, two are required: one to pay for the Passport Application Fee and one to pay for the Execution Fee.

### Passport Application Instructions

The U.S. Department of State has a set of detailed instructions regarding the Passport Application Process. To ensure that you have a successful experience, please utilize the Passport website below:

Step by Step Instructions for First-Time and Renewal Applicants

<https://travel.state.gov/content/passports/en/passports/apply.html>

If you are unable to utilize the above wizard, you can collect the required Passport Application Forms from the Library or print them out below.

Form DS-11 (<http://www.state.gov/documents/organization/212239.pdf>)

Form DS-82 (<http://www.state.gov/documents/organization/212241.pdf>)

All other forms (<http://www.state.gov/m/a/dir/forms/passport/index.htm>)

If you are applying for a child under the age of 16, there are extra steps that need to be completed. Please click here to see the required process.

(<https://travel.state.gov/content/passports/en/passports/under-16.html>)

If you need to change or correct your Passport, please click here to see the detailed process.

(<https://travel.state.gov/content/passports/en/passports/services/correction.html>)

### **Reservation Times for Passport Applicants**

To submit a Passport Application at the Library, you will need to make an appointment. WALK IN APPLICANTS WILL NOT BE ACCEPTED. Appointments may be made two weeks in advance.

Our hours for Passport Application Appointments are as follows:

Monday – Thursday – 10 a.m. to 1 p.m.; 6 p.m. to 7 p.m.

Friday – 9 a.m. to 1 p.m.

Saturday – Sunday – Closed

To make an appointment, call 205.978.3683.

### **Reminders for First-Time Passport Applicants**

You are REQUIRED to bring the appropriate documentation and fees to the Library at the time of your appointment. Failure to do so will necessitate that you make another appointment once you have all of the required documents.

For first-time applicants this includes:

- Evidence of U.S. Citizenship (Original document, not a copy)
- Photo Identification and a copy of the identification
- Passport Photo (unless you are acquiring here)
- Completed Form DS-11 (NOT SIGNED)
- Payment for the Passport Application Fee and Execution Fee

### **Reminders for Renewal Passport Applicants**

In order to RENEW your passport, you must mail the following items to the address on form DS-82:

- Current Passport Book
- Passport Photo
- Completed Form DS-82 (SIGNED)

- Payment for Passport Application Fee
- **Note: You must mail this application in yourself. You do not require the assistance of any Passport Acceptance Facility**